



# ***SURVEY COORDINATOR GUIDELINES***

## **Washington State Healthy Youth Survey 2010**

The work you do is important to the success of the survey. Carefully following these instructions helps ensure that results for your school will be accurate and useable.

Use the checklist on the front page of these guidelines to mark off each important step in the survey administration process. We greatly appreciate your help in this effort!

These guidelines contain the following sections:

- Review the Registration Confirmation ~ page 1
- Complete the Survey Coordinator Training ~ page 1
- Review of Parent and Student Notification Requirements ~ page 1
- Upon Receipt of the Survey Materials ~ page 2
- Before the Survey Administration ~ page 3
- The Day Before the Survey Administration ~ page 5
- On the Day of the Survey Administration ~ page 5
- After the Survey Administration ~ page 5

### **Review the Registration Confirmation Email**

A confirmation email was sent in August to the principal, the survey coordinator and the back-up coordinator listed on the 2010 HYS survey registration form. Work with the principal to review the registration information in the email to verify the survey coordinator information and the number of students and classrooms registered.

- ☐ Notify RMC Research if there are any changes to the registration information no later than **September 8** at [healthy.youth@doh.wa.gov](mailto:healthy.youth@doh.wa.gov) or (800) 788-1887.

### **Receive Survey Coordinator Training**

Complete the online Survey Coordinator Training by September 30, available at [www.hys.wa.gov/Administration/Default.aspx](http://www.hys.wa.gov/Administration/Default.aspx):

- ☐ Review the training materials on the website under the title Survey Coordinator Training
- ☐ Complete the short quiz
- ☐ Email the completed quiz to [healthy.youth@doh.wa.gov](mailto:healthy.youth@doh.wa.gov)

### **Review the Parent and Student Notification Requirements**

All of the following steps are required by the Institutional Review Board to appropriately notify parents and students about the survey. All of these steps must be completed by October 1.

1. **Obtain a copy of the Parent and Student Information flyer made available in the following ways in both English and Spanish.**
  - ☐ Posted online at [www.hys.wa.gov](http://www.hys.wa.gov) in Spring 2010 (click on Administration Procedures then Parent and Student Information flyer).
  - ☐ E-mailed to coordinators in May, June, August, and September.
  - ☐ Sent with the Registration Confirmation email in August.
2. **Send home a copy of the Parent and Student Information flyer by October 1 using one of the following IRB-approved methods agreed to by the school principal at registration.**
  - ☐ Mail the flyer in a packet with essential forms or information at the beginning of the school year.

- ☐ Mail the flyer home as a stand alone letter.
- ☐ Send the flyer home with students in a packet of other essential forms and materials.

**3. Post information about survey on your school's web site, as required.**

If the school has an active web site you are required to post information about the survey in a prominent location, including access to the Parent and Student Information flyer.

- ☐ Work with your school or district Information Technology staff to post the survey information and PDF version or link to the flyer on the school's web site. A sample web posting is provided with the coordinator training materials.

**4. Notify students at school about the survey by October 1 using both of the following IRB-approved methods agreed to by the school principal at registration.**

- ☐ Post a copy of the Parent and Student Information flyer in a school common area, the cafeteria or on bulletin boards, **AND**
- ☐ Notify students about the survey during a school assembly **or** by announcing it in the classroom in which the students will take the survey. Include the following information:
  - Remind students to read the Parent and Student Information flyer that was sent to their parents at their home.
  - Inform students they may also see the Parent and Student Information flyer by viewing a copy in the office and give them the name of a person (such as the survey coordinator) to contact if they have any questions regarding the survey.
  - Inform students that a Spanish language version is available.

You may also notify parents and students by other methods, if desired, although these do not replace the required methods listed above. Additional notification could include automated telephone messaging or e-mail, announcing the survey on the intercom or public announcement system, posting on reader boards, posters, handing out extra copies of the Parent and Student Information flyer, or any other method the school uses to communicate with students.

**Upon Receipt of Survey Materials**

**Survey orders were packed for each school. If you are a survey coordinator for multiple schools, you will receive each school's materials as a separate shipment.**

**1. Review the box or boxes of survey materials to verify you have:**

- ☐ The Coordinator Materials Packet which contains the cover letter, the School Packing Form, a UPS Return Service label, these guidelines with a checklist, the School Office Information and Student Opt Out List, originals of the Spanish translation version(s) of the survey(s), and the If you Need Some Help resource list.
- ☐ The correct Survey booklets: the blue survey Forms A and B are for Grades 8, 10 and 12, the orange survey form NS is the alternative version of Form B without the sexual behavior questions, and the green survey Form C is for Grade 6. **MAKE SURE YOU HAVE THE RIGHT COLOR FORMS FOR THE GRADES YOU WILL SURVEY.**
- ☐ Enough Survey booklets for the students in each grade who are taking the survey. The booklets come in packs of 30.
- ☐ Enough Answer Sheet Envelopes for each class or group that is taking the survey.
- ☐ Enough Survey Administration Instructions for each class or group that is taking the survey.
- ☐ Enough If You Need Some Help resource lists for each student that is taking the survey. These also come in packs of 30.

Contact RMC Research at (800) 788-1887 immediately if there are problems with your order or if you have questions.

**2. Carefully review these guidelines and make use of the checklist on the front page. These instructions contain information regarding what you must do as survey coordinator before, during, and after the survey is administered.**

- ☐ Save these instructions until your job as coordinator is completed.

**3. Retain the items you will need for returning the survey materials after administration.**

- ☐ Save one of the boxes your order came in, for shipping the materials back to RMC Research.

- ❑ Save the School Packing Form to put in the return box.
- ❑ Save the UPS Return Service label to place on the box for return delivery.

**4. Notify school office staff about the survey.**

- ❑ Give staff a copy of the School Office Information and Student Opt Out List after filling in your name on the “Your school’s survey coordinator is:” line on the front of the form.
- ❑ Place a copy of the Parent and Student Information flyer and Survey booklets in the school’s main office. The flyer can be reviewed by both parents or students. Parents may review the Survey booklets if they wish.
- ❑ Educate staff in the school’s main office so they are aware of the survey and know where copies of the Parent and Student Information flyer and Survey booklets are. Ensure they know how to respond to questions about the survey and how to use the Student Opt Out List for any students or parents who decline participation.

**5. Notify parents and students about the survey if you have not done so already (refer to pages 1 and 2 of this document for details) no later than *October 1*.**

**Before the Survey Administration**

**1. Select a date for the survey to be administered.**

- ❑ The survey ***must be administered*** during the week of **October 18 - 22**.
- ❑ Work with your school administrators and other staff to pick a day that will be the most convenient for the school and a day when large groups of students will not be missing.
- ❑ Schedule the administration for a ***single class period of one day*** to prevent students from talking about their answers with classmates who have not taken the survey.

**2. Arrange for an alternative activity for students who choose not to take the survey.**

- ❑ Decide what alternative activity will be provided and whether or not these students will remain in the same room or be asked to move to another room.
- ❑ Each building may decide what alternative activity to provide in the school (e.g., silent reading time at their desk, assigned supplemental reading, a library assignment, if arranged in coordination with the school librarian; or another appropriate activity).

**3. Prepare survey materials for distribution.**

- ❑ Work with your school administration to decide if your school is going to remove the optional questions from the survey. If you decide to remove them, tear out the ***second to the last page*** (it is perforated) of the Survey booklet. Do ***not*** remove the last page (also perforated) of the Survey booklet, which is the answer sheet.
- ❑ Prepare any Spanish translation version(s) of the survey(s) and the If You Need Some Help resource list, if needed:
  - Determine the number of students in each grade who need a Spanish version.
  - The box of survey materials contains Spanish version(s). The Spanish versions are labeled Forms A, B, NS, and C and correspond to the English Survey booklet Forms A, B, NS, and C.
  - Make copies of the appropriate number of Spanish versions of the survey(s) and the resource list for each of the students using the Spanish survey.
  - Remember that the Survey booklet Forms A, B, and NS are for grades 8, 10 and 12 and the forms need to be alternated (A, B, A, B or A, NS, A, NS). For example, if you have ten Grade 8 students using the Spanish version, make five copies of Form A and five copies of Form B and alternate them.
  - The Spanish versions do not have scannable answer sheets, so you will need to give every student using the Spanish survey a matching English Survey booklet. If you have ten Grade 8 students using the Spanish version, you will need five English Form A Survey booklets and five English Form B (or NS) Survey booklets, then group the matching Spanish and English Forms together (still keeping them alternated A, B, A, B or A, NS, A, NS).
  - Students taking the Spanish survey will tear out and use the answer sheet at the end of the English Survey booklet to mark their answers.

- ❑ You may add local telephone numbers to the If You Need Some Help resource list if you wish. Contact the district office, school counselor, drug-free schools coordinator, county prevention coordinator, or local health jurisdiction to find local telephone numbers.

**4. Create sets of survey materials to distribute to each classroom or group, including:**

- ❑ One Answer Sheet Envelope
- ❑ One Survey Administration Instructions
- ❑ One Survey booklet for each student
- ❑ One If You Need Some Help resource list for each student.
- ❑ One Spanish survey, one matching English Survey booklet, and one Spanish resource list for each student taking the survey in Spanish.
- ❑ A supply of No. 2 pencils in case there are some students who don't have one.

**5. Train teachers to administer the survey.**

- ❑ Arrange a time to meet with the teachers who will be administering the survey.
- ❑ Discuss the following key elements needed for a successful administration:
  - Describe the survey's purpose
  - Review the administration procedures
  - Emphasize the importance of correctly completing Classroom Information Form on the Answer Sheet Envelope (grade level of students in the class, number of students taking the survey, number of students not taking the survey and reason for not taking the survey).
  - Emphasize that student participation in the survey is **anonymous and voluntary** and it is important that students do not feel that they must participate in the survey.
  - Inform teachers about the alternative activity for students who will not participate in the survey.
  - Describe the importance of teachers protecting the anonymity of the data.
- ❑ Tools to help you train teachers to administer the survey are on the web site at [www.hys.wa.gov](http://www.hys.wa.gov). Click on the *Administration Procedures* section to find:
  - A PowerPoint presentation with notes called *Survey Coordinator Training: Highlights for Survey Administrators*
  - An instructional video on coordinating and administering the survey called *Survey Coordinator Training: Video*

### **The Day Before Administration**

**1. Provide another notification to students about the survey.**

- ❑ Repeat an announcement to students about the survey on the day prior to the administration.

### **The Day of Administration**

**1. Pick up the Student Opt Out List from the school office and inform teachers of students who are to participate in the alternative activity rather than taking the survey.**

**2. Prior to the survey administration time or class period, distribute the sets of survey materials to each classroom.**

**3. After the survey is complete, collect the survey materials**

- ❑ Collect the following materials:
  - The Answer Sheet Envelopes containing the completed answer sheets.
    - Make sure all answer sheets from that classroom are in the same Answer Sheet Envelope.
    - Make sure the Classroom Information Form on the Answer Sheet Envelope is completed for each classroom.
  - The Survey Administration Instructions
  - The used and unused Survey booklets and resource lists.

**4. Recycle any unused administration or survey materials,. Shred the Student Opt Out List.**

## **After the Survey Administration**

### **1. Repackage the survey materials for return shipping.**

Package only the sealed Answer Sheet Envelopes containing the survey answer forms and the School Packing Form in one of the boxes in which they were originally sent to you. *If it is not possible to reuse an original box, use an appropriately sized, sturdy shipping box.*

- ☐ Stack the Answer Sheet Envelopes flat in the box. Make sure all answer sheets are in their Answer Sheet Envelopes.
- ☐ Place the School Packing Form on top of the stack.
- ☐ Add packaging material to the remaining space in the box to protect the envelopes.
- ☐ Attach the UPS Print Return shipping label to the box.
- ☐ Recycle all other materials.

### **2. Return the survey materials no later than October 25.**

- ☐ Boxes must be picked up from the location to which they were delivered or taken to a UPS Service Center.
  - If your location has regular UPS service (e.g., daily or weekly pick ups): Notify your UPS service person when the boxes are ready for pick up. Please be sure to remind your UPS service person of building hours or days you might be closed so UPS does not attempt a pick up when the building is not accessible.
  - If your location does not have regular UPS service: Take your box(es) to a UPS Service Center for delivery (go to [http://www.ups.com/dropoff?loc=en\\_US](http://www.ups.com/dropoff?loc=en_US) to find your nearest service center).
  - If there is no nearby UPS Service Center or if you have any questions about returning materials, contact RMC Research at (800) 788-1887 to discuss other return options.

## **Thank you for your assistance!**

If you have other questions about any of these instructions, please contact RMC Research at (800) 788-1887.